



ISIS HR Quick Tips

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Recording “Next Merit Eligibility” Dates during Fiscal Year 2010-2011

How do I record the “Next Merit Eligibility” dates in ISIS HR for classified employees during the period of July 1, 2010- June 30, 2011?

As outlined in [General Circular 1799](#), the Civil Service Commission approved adoption of Rule 6.14.1 Suspension of Merits effective July 1, 2010 through June 30, 2011. No classified employee will be eligible for a merit increase during this period or gain eligibility for a merit increase.

To ensure that agencies utilizing the ZP25: Date Specifications Report have data that is accurately reflected, agencies should update the “Next Merit Eligibility” date during this period to the following year.

For example, if an employee’s “Next Merit Eligibility Date” is 7/1/2010; their date should be changed to 7/1/2011 in the Date Specifications infotype (IT 0041). If their “Next Merit Eligibility Date” is 1/1/2011, their date should be changed to 1/1/2012.

As a reminder, since employees are not earning eligibility for a merit increase during the period of July 1, 2010 through June 30, 2011, there will be no reason to maintain the Date Specification of “NotGrantElgMeritDat1, 2 or 3” during this fiscal year.

Please see the ISIS Help Script on [Maintain Date Specifications](#) for additional assistance.